

Story County Contact-Free Delivery Receptacle

Purpose

To allow the public to deliver documents to the County by secure and accessible means.

General

The receptacle shall be listed on the physical inventory for Facilities Management.

The receptacle will be checked at least once daily during regular business hours.

Documents delivered to offices and departments not located in the Administration Building will be placed in the relevant mailbox for the office/department in the Auditor's Office.

Prohibitions of use will be posted directly on the receptacle.

Security and Access

Each of the following will keep a set of keys: County Treasurer, County Auditor, Facilities Management

Keys will be secured and their access limited to the Department Head/Elected Official (DHEO) or named designee.

Any necessary repairs and/or maintenance of the receptacle will be budgeted and paid for out of countywide funds.

As necessary, the County will close the receptacle using the lockable chute closer plate.